



United States Department of State

Washington, D.C. 20520

May 19, 2006

MEMORANDUM

TO: RM/GFS/ADO - Robert Nicolai
FROM: DS/IS/IND - *Denise M. Wilson* Kimberly A. Baugher
SUBJECT: Approved DD Form 254 for solicitation number
S-AQMPD-06-R-1072.

Attached is the approved Contract Security Classification Specification (DD Form 254) for solicitation number **S-AQMPD-06-R-1072.**

Contractor personnel assigned to this contract shall possess **SECRET** personnel security clearances issued by Defense Security Service prior to contract performance. All other personnel must pass a favorable **MRPT** determination.

Also, note that contractors shall comply with applicable DOS regulations relative to the protection of classified and or sensitive information, including 12 FAM 500 and 600.

Please ensure the attached Security Requirements are distributed in accordance with the National Industrial Security Program Operating Manual.

If you have any questions concerning this matter, please contact Ms. Denise Wilson @ (571) 345-3015.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD National Industrial Security Program Operating Manual (NISPOM) apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. Facility Clearance Required <div style="text-align: center;">SECRET</div> b. Level of Safeguarding Required <div style="text-align: center;">NONE</div>					
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>				3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>					
		a. Prime Contract number		X	a. Original <i>(Complete date in all cases)</i>		Date (YYYYMMDD) 20060515		
		b. Subcontract number			b. Revised <i>(Supersedes all previous spec)</i>	Revision No.	Date (YYYYMMDD)		
X	c. Solicitation or other number S-AQMPD-06-R-1072		Due Date (YYYYMMDD)		c. Final <i>(Complete Item 5 in all cases)</i>		Date (YYYYMMDD)		
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, complete the following Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.									
5. IS THIS A FINAL DD FORM 254 ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, complete the following In response to the contractor's request dated _____ Retention of the identified material to authorized for the period of _____									
6. CONTRACTOR <i>(include Commercial and Government Entity (CAGE) Code)</i>									
a. Name, address, and zip code			b. Cage Code BIDD		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>				
7. SUBCONTRACTOR									
a. Name, address, and zip code			b. Cage Code		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>				
8. ACTUAL PERFORMANCE									
a. Location			b. Cage Code		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>				
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT GLOBAL FINANCIAL SERVICE CENTER (GFS) CHARLESTON SUPPORT									
10. THIS CONTRACT WILL REQUIRE ACCESS TO:				Yes	No	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		Yes	No
a. Communications security (COMSEC) information					X	a. Have access to classified information only at another contractor's facility or government activity		X	
b. Restricted data					X	b. Receive classified documents only			X
c. Critical nuclear weapon design information					X	c. Receive and generate classified material			X
d. Formerly restricted data					X	d. Fabricate, modify, or store classified hardware			X
e. Intelligence information					X	e. Perform services only			X
(1). Sensitive compartmented information (SCI)					X	f. Have access to U.S classified information outside the U.S. Puerto Rico, U.S. possessions and trust territories			X
(2). Non-SCI					X	g. Be authorized to use the services of Defense Technical Information Center (DTIC) or other secondary distribution center			X
f. Special access information					X	h. Require a COMSEC account			X
g. NATO information					X	i. Have TEMPEST requirements			X
h. Foreign government information					X	j. Have operations security (OPSEC) requirements			X
i. Limited dissemination information					X	k. Be authorized to use the Defense Courier Service			X
j. For official use only information					X	l. Require connectivity to Department of State computer system			X
k. Other (Specify)					X	m. Other (Specify)			X
l. Sensitive But Unclassified information				X					

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the National Industrial Security Program Operating Manual (NISPOM) or unless it has been approved by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.

☐ Direct ☒ Through (Specify):

DEPARTMENT OF STATE, SA-20, 13TH FL
WASHINGTON DC 20520 DS/IS/IND

To the directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Specifically designated contractor personnel assigned to this contract must have a SECRET personnel security clearance issued by Defense Security Service prior to contract performance. All other contractor personnel must favorably pass a Moderate Risk Public trust (MRPT), to be conducted by the Bureau of Diplomatic Security, Department of State.

Visit authorization requests are to be sent to Department of State (DoS), DS/IS/IND, Washington D.C. 20520, via facsimile at 571-345-3000. JCAVS Person Summary must be attached to all visit authorization requests.

All DD Forms 254 for subcontracts shall be forwarded to DS/IS/IND for certification prior to issuance to the proposed subcontractor and prior to access to any classified information or controlled access areas.

While at DoS locations, the contractor shall comply with applicable DoS regulations relative to the protection of classified and/or sensitive information, including the National Industrial Security Program Operating Manual (NISPOM) and 12 Foreign Affairs Manual (FAM) 500 and 600. DS/IS/IND is responsible for inspecting contractors assigned to DoS locations.

Security clearance requirements for contractors accessing DoS domestic or overseas information systems shall be in accordance with 12 FAM 600. Furthermore, citizens of specifically designated human intelligence and/or technical intelligence threat countries shall not develop, modify or perform maintenance on software developed for use on DoS computer systems without approval by DS/SI/CS.

Contractors shall immediately report any adverse information concerning any cleared contractor employees performing on DoS contracts to DSS, in accordance with the NISPOM and DS/IS/IND, in accordance with 12 FAM 576, 4b.

Contractor personnel working on DoS contracts must report impending marriage, cohabitation and other continuing bonds of affection with foreign nationals to the COR and DS/IS/IND, in accordance with 3 FAM 4100, App. B.

(continued on the next page)

ROBERT NICOLAI

RM/GFS/ADO

843 308-5302

Contracting Officer's Representative (COR)

Office Symbol

Phone

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to NISPOM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)

SEE MRPT ATTACHMENT AND BLDG PASS ATTACHMENT

☒ Yes ☐ No

15. INSPECTIONS. Elements of this contract are outside the Inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

KIMBERLY A. BAUGHER

b. TITLE

DIV. CHIEF, ACTING

c. TELEPHONE (Include Area Code)

571-345-3032

d. ADDRESS (Include Zip Code)

U.S. DEPARTMENT OF STATE
DS/IS/IND, SA-20, 13TH FL
2201 'C' ST WASH DC 20520

17. REQUIRED DISTRIBUTION.

☒

a. CONTRACTOR

☐

b. SUBCONTRACTOR

☐

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☐

d. A/FBO/PE/CSM

☐

e. DS/PSD/CSB

☒

f. COR

e. SIGNATURE

Diana M. Simmons

13. SECURITY GUIDANCE CONT'D.**THIS SPECIFICATION IS FOR:**

Prime Contract number

Subcontract number

Solicitation or other number
S-AQMPD-06-R-1072

Due Date (YYYYMMDD)

All FAM references can be viewed on the DoS website, www.state.gov
IND point of contact: D. Wilson/571 345-3015

MODERATE RISK PUBLIC TRUST (MRPT) PROCESSING PROCEDURES

All personnel will be required to have a favorable MRPT conducted by the Bureau of Diplomatic Security. Prior to assignment to this contract, the contractor must contact Ms. Glenn Chilton, DS/IS/IND, 571-345-3021 and provide employee information. The information will be used to establish a link to the eQIP web site for access. Once the link is established, the employee will fill out the SF-85P and SF-85PS online and submit. The employee will also need to print out the required release forms, fill them out, sign and date and submit to the company along with a signed DS-4002 (Disclosure and Authorization Pertaining to Consumer Reports) and (2) FD-258 Fingerprint cards. These forms along with a request letter on company letterhead need to be hand-carried or sent by courier to the Industrial Security Division, Bureau of Diplomatic Security, 1801 North Lynn Street, SA-20, 13th Floor, Rosslyn, VA 22209-2008.

A preliminary background check will be conducted in conjunction with the MRPT. Those personnel who successfully pass the background check may be assigned to the contract while their MRPT is pending. Those who do not pass the background check will not be approved for contract assignment until their MRPT is favorably adjudicated. A personal interview will be conducted if deemed necessary by the Bureau of Diplomatic Security. If the contractor employee does not pass the MRPT, he/she must be removed from the contract at no cost to the government. A MRPT is valid for five years. All personnel performing on a contract requiring a MRPT will need to re-submit necessary paperwork 30 days prior to the MRPT expiration date for continuous uninterrupted performance on the contract. At this time, another background check will be conducted prior to submitting the paperwork for investigation. An unfavorable result of this background check may require the contractor employee to be removed from their position pending re-adjudication of the MRPT.

Non-US and dual national citizens will not be approved for contract assignment until the MRPT is completed and favorably adjudicated by DS/ICI/PSS, unless an exception is granted by DS/IS/IND.

When an employee is terminated or resigns from the contract, the Facility Security Officer (FSO) will notify DS/IS/IND that the employee is no longer working on the contract and their access will be terminated. In addition,

the MRPT investigation, if still pending, will be cancelled.

The FSO shall report any adverse information pertaining to contractors working on the contract or having access to the Department of State OpenNet system to DS/IS/IND immediately.

If the contractor employee has a personnel security clearance issued by the Defense Security Service (minimum of a Final Secret), they may be assigned to the contract without a MRPT being conducted. The FSO must forward via facsimile a Visitor Authorization Request (VAR) and a JPAS Person Summary to the Department of State, DS/IS/IND.

Security requirements for contractors accessing the Department's domestic or overseas information security systems shall be in accordance with Volume 12, Foreign Affairs Manual, Section 600.

Furthermore, citizens of specifically designated human intelligence threat countries may not develop, modify, or perform maintenance on software developed for use on DoS computer systems without approval by DS/SI/CS.

Any questions or concerns please call Ms. Glenn Chilton at 571-345-3021.

Identification/Building Pass Requirements

New requirement: All newly cleared contractor personnel performing on Department of State contracts must attend a mandatory security briefing conducted by DS/IS/APD prior to being issued a building pass identification card.

(a) Contractors working in domestic facilities who already possess a security clearance.

(1) The contractor shall obtain a Department of State building pass for all employees performing under this contract who require frequent and continuing access to Department of State facilities. The Bureau of Diplomatic Security, Office of Domestic Facilities Division shall issue passes. They shall be used for the purpose of facility access only, and shall not be used for any other purpose.

(2) The contractor shall submit a Visitor Authorization Request (VAR) Letter to the Bureau of Diplomatic Security, Information Security, Industrial Division (DS/IS/IND) on its cleared employees containing the following information:

- (i) Employee's full name, social security number, and date of birth;
- (ii) Contractor's company name;
- (iii) Security clearance level;
- (iv) Date the clearance was granted;
- (v) Name of the contractor's FSO;
- (vi) Contracting Officer's Representative (COR); and,
- (vii) Contract number.

(3) DS/IS/IND shall process and approve the VAR letter, if appropriate. The approved VAR letter shall be forwarded to the contractor for their records.

(4) The contractor employee shall hand-carry the following documentation to the Building Pass Office, Department of State, 520 23rd Street NW, Columbia Plaza courtyard, Washington, DC:

- (i) A DoS sponsorship letter from the COR, addressing the following:

- (A) The purpose for which the pass is being requested;
- (B) The employee's valid security clearance level (reflected on the VAR);
- (C) Contract number and period of performance;
- (D) Type of access (24/7, normal business hours, escort authority or no escort authority granted); and
- (E) Expiration date of building pass (1 year or 3 years);

(ii) Letter on company letterhead to accompany the application, containing the following information:

- (A) The purpose for which the pass is being requested;
- (B) Verification of employment;
- (C) The employee's valid security clearance level; and,
- (D) Contract number and period of performance; and,

(iii) The DS-1838, Request for Building Pass Identification Card.

(b) Contractors working in domestic facilities where security clearances are not required.

(1) The contractor shall obtain a Department of State building pass for all employees performing under this contract who require frequent and continuing access to Department of State facilities. The Bureau of Diplomatic Security, Office of Domestic Facilities Division shall issue passes. They shall be used for the purpose of facility access only, and shall not be used for any other purpose.

(2) The contractor shall submit the following paperwork, in original, to the Bureau of Diplomatic Security, Information Security Programs, Industrial Security Division (DS/IS/IND):

- (i) SF-85P, Questionnaire for Public Trust Positions;
- (ii) SF-85P/S, Supplemental Questionnaire for Selected Positions; and,
- (iii) DOS Credit Release, which may be obtained from DS/IS/IND via mail or facsimile.

(3) DS/IS/IND shall conduct a preliminary background check. If the background check is favorable, DS/IS/IND will forward a letter to the company Facility Security Officer (FSO) notifying them that the individual may proceed to the Building Pass Office to continue the badging process. DS/IS/IND will forward a copy of this letter to the Building Pass Office.

(4) When a contractor employee is approved to receive a building pass, he/she shall hand-carry the following documentation to the Contractor Building Pass Office, Department of State, 520 23rd Street NW, Columbia Plaza courtyard, Washington, DC

(i) A Department of State sponsorship letter from the COR, addressing the following:

(A) The purpose for which the pass is being requested;

(B) Whether or not the employee has a valid security clearance;

(C) Contract number and period of performance;

(D) Type of access (24/7, normal business hours, escort authority or no escort authority granted); and

(E) Expiration date of building pass (1 year or 3 years);

(ii) DS Form 1838, Request for Building Pass Identification Card;

(iii) Letter on company letterhead to accompany the application, containing the following information:

(A) The purpose for which the pass is being requested;

(B) Verification of employment;

(C) Whether or not the applicant has a valid security clearance; and,

(D) Contract number and period of performance;

(iv) Copy SF-85P or a copy of the SF-85P, with an original signature and current date;

(v) Copy SF-85P/S or a copy of the SF-85P/S, with an original signature and current date;

(vi) Copy of the DOS Credit Release, with an original signature and current date; and,

(vii) Original proof of U.S. citizenship, such as a birth certificate or valid U.S. passport. Non-U.S. citizens must submit a valid photo Immigration and Naturalization Service Employment Authorization Document (INS EAD).

(5) Applicants shall be fingerprinted at the Building Pass Office and the process for a building pass shall be initiated. The approval process shall take at least 48 hours. Applicants shall not return to the Building Pass Office until they receive notification from DS/IS/IND that the process is completed. Once DS/IS/IND receives notification from the Building Pass Office that a building pass can be issued, DS/IS/IND shall notify the FSO and the COR that the applicant has been approved for initial contract performance and their pass is ready for pickup.

(c) Contractors working in overseas facilities.

Contractors shall submit appropriate documentation to obtain building passes as specified in the contract.

(d) All contractor employees, both domestic and overseas, shall wear the passes in plain sight at all times while in Department of State buildings. All contractor employees shall show their passes, where appropriate, when entering these buildings and upon request of uniformed guards or any other authorized personnel.

(e) All passes shall be returned to the COR upon separation of the employee, or expiration or termination of the contract. Final payment under this contract shall not be made until all passes are returned to the COR.